

Consultant Pharmacist Individual Credentialing Appeal Form

- **Purpose:** This form is for applicants who wish to appeal the outcome of their RPS assessment on procedural and/or administrative grounds
- **Definition:** An appeal is a request for a review of an assessment outcome on the grounds of administrative or procedural irregularities

Section 1 – On what grounds can an appellant appeal the outcome of an application?

- An appeal can only be made if the applicant reasonably believes that there were **procedural** and/or **administrative irregularities** or **mistakes** in the conduct of the consultant pharmacist individual credentialing process, which were of such a nature as to cause reasonable doubt about whether the consultant pharmacist competency committee would have reached the same conclusions had the irregularities not occurred.
- An appeal cannot be made against the judgment of any member(s) of the consultant pharmacist competency committee i.e. an applicant's unsubstantiated opinion that their application has been assessed harshly or incorrectly by member(s) of the consultant pharmacist competency committee will not constitute valid grounds for an appeal.

Section 2 – What is the process for appealing an assessment outcome?

- An appellant wishing to appeal against an assessment outcome should complete this appeal form, giving as much detail as possible, as well as read the [consultant pharmacist individual credentialing assessment regulations](#).
- Appeals should be made within 28 days of the assessment outcome to which it relates being communicated and can include supporting documentary evidence at the appellant's discretion.
- The fee for an appeal is £100. Appeals will not be processed or considered until payment has been received. Payment can be made over the telephone (0207 572 2737) by credit or debit card. If you require an invoice to be raised, contact education@rpharms.com.
- The RPS will acknowledge receipt of the appeal and associated appeal fee in writing within 10 working days. As part of this acknowledgment, it may also request additional details or information in relation to the applicant's appeal.
- All appeals will be anonymised and referred to the next available meeting of the Assessment Regulatory Committee.

Section 3 – What are the possible outcomes?

- The Assessment Regulatory Committee will meet in private and decide on the basis of the documents before it whether to:
 - a) **uphold the appeal**; and revise the consultant pharmacist individual credentialing outcome, if it believes from the evidence a procedural and/or administrative irregularity or mistake has occurred;

- b) **uphold the appeal**; expunge the attempt from the appellant’s record and refund the original assessment fee, if it believes from the evidence a procedural and/or administrative irregularity or mistake has occurred;
- c) **refuse the appeal** if it believes there is no evidence a procedural and/or administrative irregularity or mistake has occurred.

- If the Assessment Regulatory Committee dismisses an appeal, the appeal fee will not be returned to the appellant but, if the Assessment Regulatory Committee upholds an appeal, the appeal fee will be returned to the appellant.
- The decision of the Assessment Regulatory Committee is final with regards to appeals.

Appeals application form

Applicant name	
RPS membership number (if applicable)	
Email	
Postal address	
Assessment submission date	

Appeal details

Please provide full details of the administrative or procedural irregularities which form your grounds for appeal in the space below. (The box will expand if needed.)

Where relevant, please indicate any supporting evidence you intend to submit with your appeal. (The box will expand if needed.)

Please submit any supporting evidence to education@rpharms.com along with your appeal.

I hereby confirm that the information provided above and any supporting evidence along with this application are true and accurate to the best of my knowledge.